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November 28, 2012

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

A handwritten signature in black ink, appearing to read "JE Fielding", written over the printed name of Jonathan E. Fielding.

SUBJECT: **NETWORK FOR A HEALTHY CALIFORNIA GRANT UPDATE**

This is in response to the September 18, 2012 Board motion directing the Department of Public Health (DPH), under the oversight of the Chief Executive Office, to report back to the Board in 60 days with: A) a plan that describes the Network for A Healthy California grant's implementation and goal-setting processes, timelines, and spending allocation for each Service Planning Area (SPA) and what key partners will be used; and B) a description in the plan that specifies how activities, events, and public participation opportunities will be communicated to each community along with contact information for the SPA coordinator(s).

Background

The Network for a Healthy California – Local Health Department (Network-LHD) grant award is funded by United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program Education (SNAP-Ed) funding through the California Department of Public Health (CDPH) for the purpose of educating low-income consumers about healthy eating and active living. As such, the goals, objectives, activities, and timelines of the Network-LHD program are pre-determined by the State and described in a template-style scope of work (SOW), which is included as part of the approved agreement between the County and CDPH.

Goals and Objectives

The overarching goal of Network-LHD is to empower and enable target populations (SNAP-Ed participants and those eligible up to 185% of the Federal Poverty Level) to select healthy foods and beverages and increase physical activity through nutrition education, social marketing, and environmental supports. This goal is to be accomplished through a variety of objectives and supporting activities, which include: assessing neighborhoods for the availability of healthy foods, beverages, and opportunities for physical activity; community engagement, to mobilize healthy changes and achieve the program goal; developing a County Nutrition Action Plan (CNAP) to coordinate the activities of federally-funded nutrition programs in the county; organizing community events and media to highlight Nutrition Education Obesity Prevention (NEOP) efforts; promoting the ReThink Your Drink campaign to encourage the consumption of healthy beverages; and providing nutrition education for children in schools, adults, peer-to-peer groups, youth engagement, worksites, retail, early childcare sites, and faith-based organizations. Objectives also include evaluation components for adult education efforts and the ReThink Your Drink campaign.

Timeline

The grant period follows the federal fiscal year from October 1, 2012 through September 30, 2016. The chart below highlights some of the activities that will take place during the four year grant period. The attached Exhibit A is the Scope of Work for the grant and provides a more in-depth description of project deliverables and timelines for each objective.

Year	Activities	Total Funding
Year 1 (2013)	<ul style="list-style-type: none"> Establish grant administration infrastructure and hire staff Implement targeted media activities Develop a nutrition education solicitation and conduct RFP process for three-year contracts Develop County Nutrition Action Plan (CNAP) Conduct community assessment 	\$2,999,702
Year 2 (2014)	<ul style="list-style-type: none"> Hire staff as needed Continue targeted media activities 	\$14,142,850
Year 3 (2015)	<ul style="list-style-type: none"> Establish and monitor contracts with agencies identified through the RFP process 	\$13,557,016
Year 4 (2016)	<ul style="list-style-type: none"> Implement and monitor CNAP Implement interventions based on findings from the community assessment 	\$12,678,265

As noted above, during year one, DPH will build the program infrastructure by hiring staff. A responsibility of these staff will be to work with other DPH SPA-specific staff to notify community agencies and residents of activities, events, and public participation opportunities.

In year one, DPH will develop and release solicitations for media services, nutrition education in schools and after school programs, and community-based education regarding healthy eating and active living through various channels, for example youth engagement and faith based organizations. These contracts will account for 30 to 50 percent of the funding allocation through the grant period. Although the total grant allocation decreases approximately ten percent from year two to year four (October 1, 2013 to September 30, 2016), DPH expects to maintain level funding for community partners during this time. This will be accomplished by a commensurate reduction in the annual media budget during the same time period as reflected in Exhibit B.

DPH will conduct community assessments in year one which will focus on the physical activity (i.e. walkability) and nutrition (i.e. food environments) within communities. The final report will be submitted to the State for review. In years two through four, DPH will implement and monitor the interventions identified in the report.

Additionally, during year one, DPH will begin the development of the CNAP, which will build upon existing partnerships with other federally-funded nutrition programs (i.e. CalFresh/Department of Public Social Services, the Supplementary Food Program for Women, Infants, and Children [WIC], and School Nutrition Programs). As previously mentioned, the CNAP will serve as a coordinating document of all activities of federally-funded nutrition programs within the county for years two through four.

During year two, DPH will implement targeted event-based media efforts with ad placement on buses and billboards. These media services will continue through year four.

Geographic Target Areas, Key Partners, and Communications Plan

Funding will be distributed with the goal of engaging partners across all SPAs to target low-income, SNAP-eligible individuals, as required by the grant. Priority will be given to entities that: 1) serve the target audience (low-income children and adults); 2) operate in areas in which rates of obesity exceed the County average; and 3) demonstrate partnerships with other local programs involved with promoting nutrition and physical activity (i.e. ChooseHealthLA!, Let's Move, First 5 LA, and farmers' markets). The population density of income-eligible individuals residing in a proposed target area will also be considered.

DPH will actively advertise funding announcements, outreach events, activities, and public participation opportunities through several channels, including County websites (the DPH main website, ChooseHealthLA.com, and the DPH Nutrition Program home page), listservs (Los Angeles Collaborative for Healthy Active Children, and DPH's HealthEd), Area Health Office networks, and through email announcements. DPH staff will also provide information and outreach at community, coalition, and collaborative meetings (i.e. the Los Angeles Collaborative for Healthy Active Children and the Community Transformation Grant Leadership Team).

If you have any questions or would like additional information, please let me know or contact Steve Baldwin, Director of the DPH Nutrition Program, at (213) 351-7875 or stbaldwin@ph.lacounty.gov.

JEF:sb
PH:1209:008

Attachments

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Exhibit A
Scope of Work

1. Service Overview

Grantee agrees to provide to the California Department of Public Health the services described herein:

- A. Grantee will provide nutrition education interventions and physical activity promotion to United States Department of Agriculture (USDA) Nutrition Education Obesity Prevention (NEOP) eligible families described herein per Health and Safety Code 104650-104655.
- B. The Grantee shall provide the specific services, deliverables, and objectives specified in the approved SOW and any subsequent formal amendments approved in writing as required pursuant to this agreement.
- C. The Grantee shall cooperate with CDPH or its designee by participating in meetings and/or site visits as CDPH may deem necessary to monitor Grantee compliance with the agreement.

2. Project Representative

- A. The project representatives during the term of this agreement will be:

California Department of Public Health	County of Los Angeles, Department of Public Health
CDPH Grant Manager: Nan Huang Telephone: (916) 650-6901 Fax: (916) 449-5414 E-mail: nan.huang@cdph.ca.gov	Project Director: Steve Baldwin, MS, RD Telephone: (213) 351-7875 Fax: (213) 351-2793 E-mail: stbaldwin@ph.lacounty.gov

- B. Direct all inquiries to:

California Department of Public Health	County of Los Angeles, Department of Public Health
<i>Network for a Healthy California</i> Attention: Melissa Meade, Chief Administration Operations Section 1616 Capitol Avenue, Suite 74.516, MS 7204 Sacramento, CA 95899-7377 Telephone: (916) 449-5409 Fax: (916) 449-5414 E-mail: melissa.meade@cdph.ca.gov	Attention: Steve Baldwin, MS, RD c/o Grants Unit 3530 Wilshire Blvd., Suite 800 Los Angeles, CA 90010 Telephone: (213) 351-7875 Fax: (213) 351-2793 E-mail: stbaldwin@ph.lacounty.gov

- C. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

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3. Grantee Requirements

The Grantee shall comply with the guidelines for the development of all education materials as outlined in the Network Local Projects Guidelines Manual. These Guidelines have been incorporated into this agreement and made a part hereof by reference in Exhibit E, Additional Provisions, paragraph 1. Without limitation, the Grantee shall comply with the following requirements:

- A. Submit any news release related to this agreement to the State for review prior to its release.
- B. The Grantee agrees to cooperate with the State in data collection related to evaluation of program effectiveness as requested in the manner, format, and timeline prescribed by the State. Data shall include, at a minimum, demographic descriptions of the population served, audience reach, and items to measure program effectiveness. The data shall be submitted in the required form prescribed by the State.
- C. The Grantee agrees to cooperate with the State in the review and, when appropriate, the field testing of statewide evaluation instruments and newly developed educational materials.
- D. The Grantee shall ensure that the USDA SNAP-Ed is clearly identified as a sponsor or support organization on all materials and products funded by the agreement (electronic, print, audiovisual, media, etc.). The Grantee agrees to abide by the guidelines set for usage of the *Network* logos on any products generated by the Grantee.
- E. The Grantee agrees to cooperate with the State by participating in statewide meetings and site visits, as deemed necessary by the State.

4. See the following pages for a detailed description of the services to be performed.

**Exhibit A
SCOPE OF WORK**

**County of Los Angeles, Department of Public Health
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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 1: (Infrastructure) Annually, grantees will complete and submit all required reports and forms on or before each deadline, comply with all onsite and desk reviews, and participate in a minimum of five Network-sponsored community events and trainings.

Social Ecological Model:

☐ Individual ☐ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Complete all mandatory documentation such as Survey Monkeys, the Semi-Annual Progress Report, Annual Progress and Final Reports, which includes progress reports, progress report narratives, labeled attachments and deliverables, and completed Education Administrative Reporting System (EARS) Activity Tracking Forms (ATF) on or before due date each grant year.	Chief Executive Officer (CEO) A-B, Subcontractor A	Documents completed and submitted to Network	10/01/2012-9/30/2016 Semi Annual reports due on April 15 each year Annual reports due on September 30 of each year
2. Comply with all requests from Grant and Program Managers including programmatic and fiscal onsite or desk reviews. Upon request, provide documentation to the Network and follow protocols to ensure compliant with requirements.	CEO A-B, Subcontractor A	Documents upon request Onsite request	10/01/2012-9/30/2016
3. Comply with all requests from Grant Compliance Monitoring Unit (CCMU) Reviews bi-annually including responding to CCMU Reports and Correction Action Plans (CAPs).	CEO A-B, Subcontractor A	Document preparation Onsite review CAP	10/01/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>4. All grantees receiving funds over \$200,000 are recommended to sub-grant with local entities in FFY 2013 such as:</p> <ul style="list-style-type: none"> a. School channels b. Local city governments and c. Community-based organizations (CBOs) <p>To provide nutrition education and obesity prevention strategies to low-income population particularly reaching ethnic groups with health disparities.</p>	<p>CEO A-B, Subcontractor A</p>	<p>Sub-grantee bidding documentation Sub-grantee agreement</p>	<p>10/01/2012-9/30/2013</p>
<p>5. By April 1, 2013, all grantees receiving funds over \$200,000 are required to have funding opportunities available for sub-grantees (15%-50% of total grant) such as:</p> <ul style="list-style-type: none"> a. School channels b. Local city governments and c. Community-based organizations (CBOs) 	<p>CEO A-B, Subcontractor A</p>	<p>Sub-grantee bidding documentation Sub-grantee agreement</p>	<p>4/01/2013</p>
<p>6. By October 1, 2013, all sub-grantees must be in place and fully implementing nutrition education obesity prevention strategies to low-income population particularly reaching ethnic groups with health disparities.</p>	<p>CEO A-B, Accountant/Finance Analyst A-C, Contract Manager A-D, Subcontractor A</p>	<p>Sub-grantee bidding documentation Sub-grantee agreement</p>	<p>10/1/2013</p>
<p>7. Comply with the United States Department of Agriculture (USDA) regulations and guidelines to ensure all activities are allowable and appropriately documented. Must submit updated USDA Plan documents annually. Comply with the Network Guideline Manual and Program Letter updates.</p>	<p>CEO A-B, Subcontractor A</p>	<p>Documents (on file)</p>	<p>10/01/2012-9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
<p>8. Participate in ongoing local activities supporting statewide social marketing campaign. Provide nutrition education/physical activity promotion resources to local programs, including collaboration with the following existing programs:</p> <ul style="list-style-type: none"> a. University of California Cooperative Extension CalFresh Education Program b. Supplemental Nutrition Assistance Program (SNAP/CalFresh) c. SNAP-Ed funded projects d. Local social services agency and e. Organizations conducting CalFresh outreach and nutrition education and obesity prevention efforts when appropriate. 	CEO A-B, Dietitian, Subcontractor A	Record of participation in activities	Report Annually: 10/01/2012-9/30/2016
<p>9. Annually, attend a minimum of five <i>Network</i>-sponsored meetings, trainings and conferences that may include the following:</p> <ul style="list-style-type: none"> a. Community Engagement trainings b. Regional Network Collaborative meetings c. <i>Network</i> Conference and other <i>Network</i>-sponsored regional trainings d. California Conference of Local Health Department Nutritionists (CCLHDN) annual conference e. <i>ReThink Your Drink</i> trainings f. <i>Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention</i> (CX³) trainings g. Non-<i>Network</i> sponsored trainings pre-approved by the <i>Network</i> Program Manager (PM). 	CEO A-B, Subcontractor A	Copies of agendas, Record of participation	Report Annually: 10/01/2012-9/30/2016
<p>10. Attend Geographic Information Systems (GIS) basic or advanced trainings offered by the <i>Network</i>. Apply GIS as a tool to strategically plan interventions in qualifying community sites.</p>	CEO A-B, Research Specialist A-C, Subcontractor A	Record of participation site list	Report Annually: 10/01/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>11. Report community changes that have been directly influenced by SNAP-Ed intervention. Describe the impact they have had on providing access to healthy foods, beverages and physical activity (PA) to the target population. Report findings by way of online database or other mechanism provided by the <i>Network</i>.</p>	<p>CEO A-B, Research Specialist A-C, Subcontractor A</p>	<p>Template form</p>	<p>Report Annually: 10/01/2012- 9/30/2016</p>
<p>12. Develop and sustain at least one partnership with each of the following:</p> <ul style="list-style-type: none"> a. Ethnic communities b. Local city governments c. Community-based organizations (CBOs) and d. School channels. e. Healthcare partnerships such as federally-qualified health centers <p>Report Semi-Annually and annually names of partners, roles or partners, types of partners (hunger, equity, minority, low-income, faith, business, public sector, community leaders and/or other).</p>	<p>CEO A-B, Subcontractor A</p>	<p>Partnership spreadsheet Dated log of contacts</p>	<p>Report Annually: 10/01/2012- 9/30/2016</p>
<p>13. Complete Local Health Department (LHD) Infrastructure Assessment tool provided by the <i>Network</i> by the second quarter of the first grant year to assess county needs.</p>	<p>CEO A-B, Subcontractor A</p>	<p>Completed LHD Assessment tool</p>	<p>3/31/2013 Semi Annual reports due on April 15 each year</p>

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Activities	Responsible Party	Deliverables	Timeframe
<p>14. At the end of the grant term grantee will compile a Demographics Profile report, using most recent available data, at the county-level including the following:</p> <ul style="list-style-type: none"> a. CHIS b. Fitnessgram data c. SNAP Program Access Index (PAI) d. Retail Food Environment Index (RFEI) and e. Pediatric Nutrition Surveillance System (PedNSS) <p>This report will describe demographic findings compared to early demographic assessment (i.e., Form 4, "Profile Jurisdiction, and Demographics of Target Population"). A template of the report will be provided by the Network PM.</p>	<p>CEO A-B, Research Specialist A-C, Subcontractor A</p>	<p>Completed Template NEOP report form</p>	<p>Final Report due: 9/30/2016</p>

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 2: (Process) Annually, the County Nutrition Action Plan (CNAP) team will convene at least four times to implement the CNAP through coordinated partnerships, which include Food and Nutrition Service (FNS) (Three to seven) funded and (Three to seven) unfunded partners, to develop a plan of action that increase consistent nutrition messaging and access across all programs.

Social Ecological Model:

☐ Individual ☐ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
<p>1. Grantee will meet with CalFresh county director or designee quarterly to coordinate an optimal plan of action providing nutrition education and other resources to CalFresh recipients and eligibles. Grantee will establish on-going communication throughout the year maintaining the relationship.</p> <p>a. Develop or strengthen relationship with local social service CalFresh agencies to discuss food security, education and health issues</p> <p>b. Identify a series of joint activities to coordinate nutrition education and obesity prevention across the county</p> <p>c. Connect with at least one CalFresh outreach/community partner quarterly to collaborate and coordinate at least one outreach and nutrition education activity or event</p>	CEO A-B, Dietitian	<p>Copies of agendas (on file),</p> <p>Record of participation</p> <p>List of joint activities</p> <p>Four events ATF</p>	Report Annually: 10/01/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>2. Convene CNAP group (or other existing nutrition education obesity prevention group) at a minimum of four times per year to implement the plan of action. Coordinate USDA food program interventions and efforts to increase food security in the target population.</p> <p>a. Include FNS funded and unfunded interested partners serving the target population in the areas of food programs, nutrition education and outreach such as SNAP, UC CalFresh Nutrition Education Program, Women Infants and Children Supplemental Nutrition Program (WIC), and Child Nutrition Programs (Summer meals, Child and Adult Care Food Program (CACFP), school breakfast and lunch programs</p> <p>b. Coordinate nutrition education messages with CalFresh outreach efforts throughout the county for the various USDA food programs; CalFresh, WIC, and Child Nutrition Programs</p> <p>c. In funded Community Transformation Grant (CTG) counties include CTG partners to coordinate and complement efforts in designated counties</p> <p>d. Identify existing resources and assets of organizations in counties promoting CNAP priorities</p>	Dietitian	List of collaborating members, Meeting agendas	Report Annually: 10/01/2012-9/30/2016
<p>3. Apply public health approaches to identify, track, and promote existing policies in the county related to access to healthy foods and beverages and physical activity.</p>	Dietitian	Summary of efforts template	Report Annually: 10/01/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>4. Apply multi-level approaches to advance and market a minimum of one nutrition and obesity prevention intervention annually that relates to the County Nutrition Action Plan. Multi-level approaches shall benefit the recipients of the FNS programs by providing access to healthy foods, beverages and/or PA. Submit a CNAP plan of action for review and approval to the <i>Network PM</i>. Strategies may include:</p> <ul style="list-style-type: none"> a. Increase access to farmer's markets through location, Electronic Benefit Transfer (EBT) and WIC coupon acceptance to increase consumption of fresh fruits and vegetables b. Increase Farm to Fork efforts in qualified schools, work places and community organizations, etc. to increase access to fresh fruits and vegetables c. Improve access to FNS programs such as school breakfast, lunch and summer meals, CalFresh and WIC d. Promote access to physical activity facilities through joint use policies e. Promote access to healthy foods and beverages f. Establish gardens in eligible community sites such as schools or public housing 	Dietitian, Subcontractor A	Copy of the County Nutrition Action Plan	Report Annually: 10/01/2012- 9/30/2016
<p>5. Report the following results:</p> <ul style="list-style-type: none"> a. CNAP strategic plan b. Challenges and successes of implementing CNAP plan c. The upcoming direction of the counties coordination with CalFresh and other CNAP partners for the following fiscal year including roles, commitments, and timelines for plan of action. 	Dietitian, Research Specialist A-C	Copy of the County Nutrition Action Plan, Other strategic reports	Report Annually: 10/01/2012- 9/30/2016
<p>6. Maintain county collaborative and meet at the minimum four times per year. Collaborate and coordinate with the CNAP and provide train the trainer opportunities to promote the CNAP nutrition and obesity prevention intervention to additional funded and unfunded partners. (optional, only include in counties that have a single county collaborative)</p>	Dietitian	Collaborative meeting agendas	Report Annually: 10/01/2012- 9/30/2016

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 3: (Process) By September 30, 2013, complete the *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention* (CX³) neighborhood assessment or reassessment process in 10-20 SNAP-Ed-eligible neighborhoods.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social/Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. CX³ Training/Meetings: Participate in all Network-sponsored CX ³ assessment related trainings and meetings: <ul style="list-style-type: none"> a. CX³ orientation, b. Geographic Information System (GIS) mapping c. Survey/Field work, d. Data collection on reading your data e. Others as needed <p>The trainings shall prepare for the neighborhood assessment of the food and physical activity environment including:</p> <ul style="list-style-type: none"> a. Walkability assessments b. Access to healthy foods c. Opportunities for PA, d. Identify food deserts in the eligible community etc. 	Research Specialist A-C	Training/meeting agendas, certificate of completions	10/1/2012-9/30/2013
2. Provide at least 10-20 CX ³ presentations to a variety of the target stakeholders explaining the project, encourage participation, and utilization of data. Stakeholders include: health department leadership, community organizations (e.g., coalitions, collaboratives), and events with neighborhood residents, city/county officials.	Dietitian, CEO A-B, Research Specialist A-C	Presentation Outline(s)	10/1/2012-3/31/2013

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Activities	Responsible Party	Deliverables	Timeframe
<p>3. Tier 1 (GIS mapping)—identify qualifying neighborhoods:</p> <p>a. Identify 10-20 qualifying neighborhoods using the Network's GIS, complete Tier 1 mapping worksheet using GIS and other on-line data sources, and share with appropriate stakeholders.</p> <p>Note: reassessing grantees are required to re-survey all neighborhoods where interventions are conducted as a result of CX³ findings.</p>	<p>Research Specialist A-C</p>	<p>Completed mapping worksheet submitted to <i>Network</i> Program Manager and CX³ team</p> <p>List of stakeholders</p>	<p>10/1/2012-3/31/2013</p>
<p>4. Tier 2 (Field work/surveying) - assessing and reassessing:</p> <p>a. Organize health department staff and community partners to assist in the CX³ neighborhood data collection using CX³ tools and methods, and analyze, interpret and share local data and information</p> <p>b. Conduct trainings of surveyors, which should include the involvement of adult and youth community members from qualifying neighborhoods, as well as community leaders. Oversee Tier 2 field work utilizing all appropriate CX³ surveys and tools. Organize survey data, provide to the <i>Network</i> CX³ team for analysis</p> <p>c. After receipt of data analysis, complete all template Communications Tools for each neighborhood surveyed</p>	<p>Research Specialist A-C</p>	<p>Training agendas, Sign-in sheets</p> <p>Completed Tier 2 data surveys,</p> <p>Data analysis</p> <p>Communication tools</p>	<p>10/1/2012-9/30/2013</p>

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Objective 4: By September 30, 2016, prioritize identified problem areas based on CX³ findings and feedback from at least three community forums to reach 75 community members, and utilize to develop and implement at least 2-5 *Network* allowable interventions with environmental supports.

- ☒ Individual
- ☒ Interpersonal: Social/Groups
- ☒ Institutional/Organizational
- ☒ Community
- ☒ Policy/Environmental

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Activities	Responsible Party	Deliverables	Timeframe
3. Implement and market nutrition and obesity prevention strategies using public health approaches and <i>Network</i> allowable interventions implemented in the eligible neighborhoods.	CEO A-B, Subcontractor A	Promotion plan of action	Report Annually: 10/01/2014- 09/30/2016

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 5: (Process) Collaborate with three to seven community groups and three to seven other organizations to engage 45-105 neighborhood members to identify at least two food and beverage strategies in three to seven qualifying communities to increase access and consumption of healthy foods and beverages.

Social Ecological Model:

☐ Individual ☐ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
<p>1. Collaborate with new partners to form a sub group of the CNAP or independent food council. Meet at least four times per year to improve the food and nutrition environment in the designated county. Examples of key partners include:</p> <ul style="list-style-type: none"> a. Agriculture Commission b. Hunger Advocates c. Social Justice groups d. Residents e. Youth 	CEO A-B, Dietitian	List of members, Summary of meeting results	Report Annually: 10/01/2012-9/30/2016
<p>2. Through CX³ assessment in qualifying neighborhoods identify gaps in access and consumption of healthy foods and beverages and physical activity opportunities.</p>	Research Specialist A-C	Assessment results	10/01/2012-3/31/2013

Exhibit A **SCOPE OF WORK**

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Activities	Responsible Party	Deliverables	Timeframe
<p>3. Host at least one county health forum to address primary prevention of diseases through healthier eating patterns and more physical activity. Recruit community leaders and members to participate in the forum from schools, after schools, worksites, CalFresh and WIC offices, faith-based channels etc. Some strategies may include:</p> <ul style="list-style-type: none"> a. Identify health disparities in communities related to nutrition and physical activity barriers and propose solutions b. Increase awareness of existing food policies in qualifying neighborhoods c. Use CX³ assessment findings to promote the need for farmers markets to increase access to fresh fruits and vegetables, increased healthy food availability in corner stores, healthier options at local worksites, schools and churches and increased access to physical activity opportunities in qualifying neighborhoods. 	Dietitian, Subcontractor A	Flyers, Agenda, Summary of meeting results	10/01/2012-3/31/2013 10/01/2014-3/31/2015
<p>4. Provide technical assistance to neighborhood members on strategies to increase access and consumption of healthy foods and beverages and physical activity opportunities such as:</p> <ul style="list-style-type: none"> a. Data interpretation, i.e. CX³ findings b. Nutrition education and obesity prevention resources and classes c. Healthy food and beverage promotion plans d. Successful community models e. Guidance on joint use policies 	Subcontractor A	TA log ATF/EARS	3/31/2013-09/30/2014
<p>5. Provide technical assistance (TA) to neighborhood members through educational and social marketing strategies. Some strategies may include:</p> <ul style="list-style-type: none"> a. Youth Engagement b. Peer to Peer education c. Social Marketing Campaigns d. Establishing community gardens and/or farmers markets 	Subcontractor A-	TA log ATF/EARS	10/01/2013-9/30/2014
<p>6. Provide technical assistance to neighborhood members for monitoring and evaluating neighborhood changes.</p>	Research Specialist A-C Subcontractor A	Summary of changes	10/01/2014-9/30/2015

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 6: (Process) Annually, a minimum of 8,000 unduplicated SNAP-Ed-eligible individuals in the community will participate in 130-160 evidence-based nutrition-education classes designed to increase consumption of healthy foods and improve self-efficacy to promote change at the individual, family and organizational level.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☐ Institutional/Organizational ☒ Community ☐ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Assess the attitudes, knowledge, beliefs and skills related to nutrition education and develop a plan of action. Specifically focused on increasing the access and consumption of healthy foods, <i>Harvest of the Month</i> , MyPlate, the 2010 Dietary Guidelines for Americans (DGAs), and the needs of the target population.	Research Specialist A-C Subcontractor A-B	Results of the Assessment, Plan of Action	Report Annually: 10/1/2012-9/30/2016
2. Make preparations for conducting a minimum of 130-160 nutrition education classes. If classes are utilized as part of the Impact/Outcome Evaluation, a minimum of a five-class series is required. Each class will include skill-based lessons/activities, such as cooking activities, label reading etc. Each class will use <i>Network</i> -approved materials and follow 2010 Dietary Guidelines. Preparations may include: a. Organizing materials, b. Selecting class assessment survey c. Purchasing food samples	Subcontractor A-B	Copies of lesson plans	Report Annually: 10/1/2012-9/30/2016
3. Train staff to conduct nutrition education classes. Attend <i>Network</i> training if using the <i>Network Toolbox for Community Educators</i> .	Subcontractor A-B	Training agenda, List of materials discussed	Report Annually: 10/1/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>4. Recruit participants through Champion Moms, Community-Based Organizations (CBOs), CalFresh offices, schools, WIC or other CNAP partners to increase participation in classes. Recruit ethnic minorities, (Latinos, African Americans, Native Americans and Asian Pacific Islanders) with health disparities to attend classes that are linguistically and culturally appropriate. Select priority groups based on your Project Synopsis and LHD infrastructure assessment.</p>	<p>Subcontractor A-B</p>	<p>Documentation of recruitment efforts</p>	<p>Report Annually: 10/1/2012-9/30/2016</p>
<p>5. Conduct 130-160 nutrition education classes to reach minimum of 8,000 unduplicated SNAP-Ed-eligible individuals.</p>	<p>Subcontractor A-B</p>	<p>Sign-in sheets (on file), # of classes taught, Unduplicated # of participants, ATF</p>	<p>Report Annually: 10/1/2012-9/30/2016</p>

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 7: (Process) Annually, conduct a minimum of 3-5 community events to reach 600-1000 SNAP-Ed-eligible individuals promoting healthy foods and beverages and physical activity and invite local media outlets to highlight 3-5 of these events.

Social Ecological Model:

☐ Individual ☐ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
<p>1. Conduct a minimum of 3-5 nutrition education obesity prevention promotional events. Coordinate at least 3-5 local media and public relations effort that highlights <i>Network</i>-signature promotions, which may include :</p> <ul style="list-style-type: none"> a. Fruit and Veggie Fest b. Juneteenth c. Latino Health Awareness Month d. Food Day 	Subcontractor A	List of coordinated events.	Report Annually: 10/1/2012-9/30/2016
<p>2. Provide local support for the minimum of one <i>Network</i> media-related effort. Activities may include:</p> <ul style="list-style-type: none"> a. Participation in launch event b. Serving as local spokesperson c. Providing comment and feedback on media-related materials d. Participating on relevant workgroups e. Collaborate with partners when planning nutrition/physical activity promotion events 	Subcontractor A	Log or list of support activities provided for events	Report Annually: 10/1/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
3. Prepare for each event by identifying target audience, organizing materials and intervention strategies to be used, training staff, selecting Network Research and Evaluation Section (RES)-approved method of event evaluation, and promotion methods of event such as use of flyers and update of webpage.	Subcontractor A, Research Specialist A-C	Samples of materials, flyers, website. Training sign in sheets, Event planning outline	Report Annually: 10/1/2012-9/30/2016
4. Purchase local media buys (bus shelters, billboards, radio ads) of reviewed and approved messages in GIS identified qualifying neighborhoods to create a stronger media presence in local markets. (optional and funds must be included in budget)	Subcontractor A, Accountant/Finance Analyst A-D	Paid Media ads	Report Annually: 10/1/2012-9/30/2016
5. The local health department lead staff will provide local countywide coordination and designated spokesperson for all Network-funded events and interventions covered by local media throughout the county jurisdiction in conjunction with other SNAP-Ed funded projects. (optional if conducting extensive media in county)	Subcontractor A	Media log	Report Annually: 10/1/2012-9/30/2016

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 8: (Process) Annually, provide a minimum of five nutrition-education activities, inclusive of kick-off event, in support of local and regional *ReThink Your Drink* healthy beverage education efforts to reach 100-500 SNAP-Ed-eligible individuals in qualifying communities and promote and support the minimum of one environmental change that enhances *ReThink Your Drink* efforts.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Attend a minimum of one <i>Network ReThink Your Drink</i> nutrition education Train the Trainer workshop and one <i>ReThink Your Drink</i> media and spokesperson training. a. Integrate approved <i>ReThink Your Drink</i> nutrition education materials from your Regional Collaborative and messages from the Regional Media training into designated county's <i>ReThink Your Drink</i> nutrition education activities and events.	Health Educator	Training agendas, list of training materials used in activities	Report Annually: 10/1/2012-9/30/2016
2. Provide 15-25 trainings to County Health Agency (Dental, Diabetes, Infant Health, CalFresh, WIC, community clinics) on <i>ReThink Your Drink</i> campaign messages and nutrition education materials such as posters, pamphlets, flyers, etc.	Health Educator	Copies of training agenda, Sign in logs, Copy of materials	Report Annually: 10/1/2012-9/30/2016
3. In coordination with Regional Collaborative event planning, conduct a County Health Department, <i>ReThink Your Drink</i> kick-off event, or public education event which includes invitations to local media.	Health Educator	Photos, press releases, Event flyer	Report Annually: 10/1/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>4. Provide nutrition education promoting healthy beverage options at least four times during the course of the grant year to SNAP-Ed-eligible adults. Sample activities may include:</p> <ul style="list-style-type: none"> a. Instruction on <i>ReThink Your Drink</i> nutrition education lessons and optional taste testing of healthy beverages <ul style="list-style-type: none"> i. Include education of the sugar content of beverages ii. Benefits and safety of drinking water b. Strategically display <i>ReThink Your Drink</i> nutrition education materials: posters, pamphlets, flyers, etc. to reach target audience. c. Host a Healthy Beverage interactive booth, exhibit, display or table at qualifying events; reference the <i>Community Events Manual</i> as a guide d. Use template state developed <i>ReThink Your Drink</i> media pieces such as press releases, articles, etc. in local publications that reach the target audience e. Provide guidance for organizational policies and environmental supports for activities promoting healthy beverage options in qualifying settings to county and community programs <p>Note: all nutrition education materials must be approved by the <i>Network</i> prior to distribution, with preference for use of existing State Network <i>ReThink Your Drink</i> branded materials.</p>	Health Educator	Flyers, Lesson Plans, Photos	Report Annually: 10/1/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>5. Identify priorities and develop a list of environmental support strategies with local partners to increase and promote access to healthy beverage options through public health approaches. Submit summary of local strategies to PM for review and approval. Some strategies may include:</p> <ul style="list-style-type: none"> a. Collaborate with local school district to update their wellness policy to reduce access to sugar-sweeten beverages and provide more healthy beverages option in appropriate serving sizes on campus b. Reduce sugar-sweeten beverages (SSBs) from county welfare offices, public housing units, city parks and recreational facilities and/or school vending machines in eligible settings serving low-income populations and provide healthy beverage alternatives in appropriate serving sizes c. Encourage partners to provide free drinking water to the public in common areas at such eligible venues: <ul style="list-style-type: none"> i. city and county facilities, ii. worksites, schools, iii. preschools, iv. afterschool programs v. community organizations d. Collaborate with local youth serving organizations working with low-income populations (such as parks and rec, sports leagues, booster clubs, etc.) to ensure that healthy beverages are available at community events for purchase e. Encourage organizations to seek healthy beverage sponsorships <p>6. Advance and market the minimum of one environmental support strategy in an eligible local setting serving the low-income population that increases healthy beverage options and enhances the <i>ReThink Your Drink</i> campaign efforts.</p>	<p>Health Educator, Subcontractor A</p>	<p>Summary of local strategies</p>	<p>Report Annually: 10/1/2012-9/30/2016</p>
	<p>Health Educator, Subcontractor A</p>	<p>Local strategies implemented</p>	<p>Report Annually: 10/1/2012-9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
<p>7. Conduct evaluation activities, to assess all <i>ReThink Your Drink</i> efforts which may include:</p> <ul style="list-style-type: none"> a. Obtaining input from intermediaries via electronic or printed surveys b. Conducting informal consumer testing of new materials, and/or implementing brief consumer surveys 	<p>Research Specialist A-C</p>	<p>Analysis of Survey results (includes future revisions needed)</p>	<p>Report Annually: 10/1/2012-9/30/2016</p>

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 9: (Formative, Outcome) By September 30, 2016, create an evaluation plan and annually modify the plan based on the previous year's evaluation results and compile a final report on two targeted nutrition education and obesity prevention interventions that include environmental support; one focusing on reducing consumption of sugar sweetened beverages and the other focusing on increasing access and consumption of healthy foods through formative, process and outcome evaluations.

Social Ecological Model:

☐ Individual ☐ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Based on Plan developed in collaboration with Network Research and Evaluation consultant and Program Manager, determine, develop, and implement evaluation method appropriate to the stage of the intervention the organization has chosen to focus their work on for two (2) significant targeted interventions: one each in the areas of reducing consumption of sugar sweetened beverage and increasing access to healthy fresh food (see Baseline Objectives 8.5, 8.6, and 2.4). Mixed methods may be used. In Year 1, the evaluation will be formative, although as the work progress, it will be possible to generate outcomes (see Activity 5). The first year's work cannot begin until the grantee has identified the topics for change including the community engagement process.	Research Specialist A-C	Annual evaluation plan; An evaluation instrument (s) — structured interview, moderator's guide, survey, etc.	Report Annually: Year 1 Plan and Instrument 10/1/2012-2/28/2013 Successive Years 10/1/2013 10/1/2014 10/1/2015

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Activities	Responsible Party	Deliverables	Timeframe
<p>2. Implement initial method for assessing status of each key intervention effort. The method may be key informant interview, focus group, observation, policy record, public opinion poll, knowledge survey, or other type of survey that will give you the baseline you need to move forward with change.</p>	<p>Research Specialist A-C</p>	<p>Year 1 Report of findings from initial baseline evaluation instrument; description of status of topic in the community; recommendations for direction of policy work on the topic</p> <p>Successive years Report of evaluation findings; status; recommendations</p>	<p>Report Annually: Year 1 3/1/2013-5/1/2013 3/1/2014-5/1/2014 3/1/2015-5/1/2015 3/1/2016-5/1/2016</p>
<p>3. Use evaluation results to update and modify targeted intervention Plans of Action. (Objective 2, Activity 4 and Objective 8, Activity 7)</p>	<p>Research Specialist A-C</p>	<p>Policy Plans of Action for both interventions</p>	<p>Report Annually: 6/1/2013-9/30/2015</p>
<p>4. Report results of the year's two in-depth targeted intervention evaluation projects. A template will be provided by the Research and Evaluation Section.</p>	<p>Research Specialist A-C</p>	<p>Interim report of findings from evaluation with description of changes, challenges, and plans regarding proceeding evaluation intervention steps.</p>	<p>Report Annually: 9/1/2013-9/30/2013 9/1/2014-9/30/2014 9/1/2015-9/30/2015</p>

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Activities	Responsible Party	Deliverables	Timeframe
<p>5. Based on Plan developed with Network Research and Evaluation consultant and Program Manager, determine, develop, and implement evaluation method appropriate to monitor implementation and evaluate outcome of work on the two targeted interventions. Develop evaluation questions to assess the reach, adoption, and fidelity of implementation of the intervention components and core elements (process measures), as well as the effect (outcome). Two final reports must be done 9/1/16-9/30/16. If implementation has not occurred, the report should be directed at describing challenges and strategies for addressing them and offer alternative solutions for achieving the same goals as the unsuccessful targeted intervention. A final report structure will be provided by the Research and Evaluation Section.</p>	<p>Research Specialist A-C</p>	<p>Final policy evaluation report</p>	<p>Final Report: 9/1/16-9/30/16</p>

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GOAL 1:

The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 10:

(Process) Annually, a minimum of five to 10 Peer Educators will be recruited from the SNAP-Ed-eligible members in the community to reach a minimum of 10-50 peers in a minimum of 2-5 nutrition education/obesity prevention class series promoting food security as well as individual, family and organizational changes.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☐ Institutional/Organizational ☐ Community ☐ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
<p>1. Recruit Peer Educators in qualified communities from:</p> <ul style="list-style-type: none"> a. Skill-based nutrition education/obesity prevention series classes b. CBO participants c. CalFresh offices d. CNAP partners e. Community based health centers f. Faith-based organizations g. Parents at early childcare sites h. School/after-school sites 	Subcontractor A, C-F	Documentation of recruitment efforts.	Report Annually: 10/1/2012-9/30/2016
Target ethnic specific minorities with health disparities identified in the LHD Infrastructure Assessment.			
2. Participate in all required Network training related to Peer-to-Peer Education.	Subcontractor A, C-F	Agendas	Report Annually: 10/1/2012-9/30/2016
3. Project Coordinator and one to 10 Peer Educators will attend, in person, a one-to two-day training provided by the Network. The training will share different peer-to-peer models and best practices.	Subcontractor A, C-F	Training agenda	Report Annually: 10/1/2012-9/30/2016
4. Peer Educators will promote and conduct at least two to five education series to reach a minimum of 10-50 unduplicated SNAP-Ed-eligible individuals.	Subcontractor A, C-F	Class sign in sheets, approved lesson plans	Report Annually: 10/1/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
5. Contact and invite local CalFresh outreach organizations to attend at least one education session in the series providing information on how to apply for the CalFresh program.	Subcontractor A. C-F	Participation Log	Report Annually: 10/1/2012-9/30/2016
6. Provide, at least three times a year, ongoing technical assistance to Peer Educators including modeling classes, assessment of teaching techniques, selection of venues, observation of presentations etc.	Subcontractor A. C-F	Technical Assistance log Observation Report	Report Annually: 10/1/2012-9/30/2016

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 11: (Impact/Outcome) Annually, conduct and report on Impact Outcome Evaluation (IOE) to assess change in healthy food and beverage consumption and related factors such as perceived benefits of eating healthier foods and beverages, perceived control, self-efficacy, readiness to consume healthier foods and beverages, and perceived diet quality among a group of at least 100 adults.

Social Ecological Model:

☒ Individual ☐ Interpersonal: Social Groups ☐ Institutional/Organizational ☐ Community ☐ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
<p>1. LHD grantee can apply this objective to work done to meet Baseline Objective 6 if it is reasonably expected that sufficient participants will be taking part to demonstrate statistically significant results (n = 100 or more). Identify population for Outcome/Impact Evaluation. Determine if project will include a control group (also n of near 100). Develop Impact Outcome Evaluation (IOE) plan with Research and Evaluation staff. (This work may be done in proposal)</p>	Research Specialist A-C	Description of IOE Plan	10/1/2012-11/30/2012
<p>2. Administer Network Food Behavior Checklist, Fruit and Vegetable Checklist, or Rethink Your Drink surveys for adults (depending on the intervention) or Network Youth (children to grade 8), or Network High School Survey or Rethink Your Drink survey (high school) to target audience at intervention sites, using identification numbers (not names) to protect participant privacy. Pre-tests are to be administered prior to intervention, and post-tests afterwards to measure change in consumption and related factors. If desired, work with Research and Evaluation staff to add validated measures for additional behavioral determinants.</p>	Research Specialist A-C, Administrative Assistant, Subcontractor A	Matched surveys	10/1/2012-12/15/2012

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Activities	Responsible Party	Deliverables	Timeframe
3. Create a data file with pre-test and post-test survey data using <i>Network</i> -provided code sheets and, when possible, using <i>Network</i> provided data entry templates. The data file must contain a minimum of 100 matched pre- and post-tests. Complete data analysis.	Research Specialist A-C, Administrative Assistant	Data file	11/1/2012-7/2013
4. Each grant year, develop an evaluation plan in concert with the Program Manager and Research and Evaluation Section (RES) for the next grant year. Findings from current and prior evaluations will be used to refine nutrition education activities and increase rigor of the subsequent evaluation.	Research Specialist A-C	IOE Plan	Report Annually: 10/2012-7/31/2016
5. Submit a set of IOE report documents, using <i>Network</i> templates, by July 31 st to the Program Manager and RES. This will include: a. IOE Final Report. b. Data file. c. IOE Plan for upcoming year. Interventions for children use separate RES designed IOE report and plan templates from those designed for adults. If conducting multiple evaluations, such as one of children and one of adults, a separate report and plan must be submitted for each evaluation.	Research Specialist A-C	IOE Report, data file, IOE Plan	Report Annually: 10/1/2012-7/31/2016

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Objective 12: (Process) Annually, engage a minimum 20-30 of qualifying schools and 20-30 qualifying afterschool/extended break programs to reach 7,000-10,500 children and 7,000-10,500 parents to increase nutrition education and physical activity opportunities and social marketing strategies that increase access and consumption of healthy food and beverages at each site.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☐ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Attend all <i>Network</i> required trainings and webinars regarding resources and tools for the school and afterschool setting annually.	Subcontractor B	Record of participation	Report Annually: 10/01/2013-9/30/2016
2. Recruit schools as sub-grantees through local procurement procedures.	Subcontractor B	List of sub-grantees	10/1/2013-9/30/2014
3. Establish relationships and commitment of support for nutrition education interventions, wellness policy expansion and staff development in these areas from County Office of Education, school district and after school administrators. Facilitate ongoing communication with identified administrators supporting healthy school/afterschool campaigns.	Subcontractor B	List of Contacts Activity Tracking Form (ATF)	Report Annually: 10/01/2013-9/30/2016
4. Establish relationships and commitment of support for nutrition education interventions, wellness policy expansion and staff development in identified areas from school and afterschool site administrators to increase healthy food and beverage access and availability, increase opportunities for physical activity throughout the school day and during the afterschool program. Facilitate ongoing communication throughout the school year providing nutrition education resources and maintain support for healthy school/afterschool campaigns.	Subcontractor B	List of Contacts ATF	Report Annually: 10/01/2013-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
5. Recruit and assign staff for each school site to assist in the scheduling and training of teachers and afterschool staff on <i>Network</i> nutrition education interventions, campaigns, and resources.	Subcontractor B	Staff assignment/Job description	Report Annually: 10/01/2013-9/30/2016
6. Staff will provide participating schools and afterschool sites with posters, recipes, materials and food supplies to conduct nutrition education and tasting demonstrations for students at least six times per year. Grantee shall ensure staff meets required activities and report outcomes.	Subcontractor B	Invoice records (on file) List of materials provided with dates	Report Annually: 10/01/2013-9/30/2016
7. Conduct a healthy school and/or afterschool assessment of the school and/or afterschool site applying assessment tools provided by the <i>Network</i> and compile a comprehensive report.	Subcontractor B	Assessment report results	Report Annually: 10/1/2013-9/30/2016

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<p>8. Staff will provide a minimum of two trainings for teachers, afterschool staff and other personnel who are conducting nutrition education obesity prevention intervention. Teachers and afterschool leaders can apply training knowledge to the students. Some topics may including the following:</p> <ul style="list-style-type: none"> a. Orientation to the <i>Network</i> program, The results of the school assessment and School Wellness Policy including information on new policies b. Utilizing <i>Harvest of the Month</i> and <i>Farmer of the Month</i> materials in the classroom, after school program, parent education, and the cafeteria such as: posters, displays, Farm to School/<i>Harvest of the Month</i> workbooks etc. c. Information on promotion of evidence based physical activity programs and how they can be linked with nutrition education, such as Sports, Play, and Active Recreation for Kids (SPARK), and Coordinated Approach To Child Health (CATCH). d. Creating a healthy school environment such as healthy school parties, not using food for rewards, modeling healthy eating behaviors etc. e. Effective nutrition education resources and strategies including but not limited to: <i>Harvest of the Month</i>, <i>ReThink Your Drink</i>, <i>Children's PowerPlay!</i> Campaign materials, garden-based nutrition education, integrating physical activity, food safety, and how to conduct cooking lessons and food demonstrations. Model teaching strategies, lessons, and share best practices. <p>9. Staff will set up a tracking system to collect data on the nutrition education obesity prevention interventions at each school site.</p>	<p>Subcontractor B</p>	<p>Log of trainings conducted</p> <p>Training materials</p> <p>ATF</p>	<p>Report Annually:</p> <p>10/01/2013-9/30/2016</p>
	<p>Subcontractor B</p> <p>Research Specialist A-C</p>	<p>EARS/ATF</p>	<p>Report Annually:</p> <p>10/01/2013-9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
10. Attend School and afterschool events such as Back-to-School nights, Open House, health fairs, PTA meetings. Inform and engage parents on classroom and afterschool nutrition education obesity prevention interventions and campaigns, and provide the results of the healthy school's assessment.	Subcontractor B	Log of meetings and activities completed ATF	Report Annually: 10/01/2013-9/30/2016
11. Staff will provide technical support to classroom teachers, child nutrition personnel, administrators on school wellness policy updates that support the nutrition education obesity prevention messages.	Subcontractor B	Log of technical support	Report Annually: 10/01/2013-9/30/2016
12. Conduct an evaluation using a survey tool completed by school administration and teachers. Determine the effectiveness of the trainings, resources and tools provided and applicable usage to classroom teaching assessing challenges, successes and soliciting topics for the next year's trainings.	Subcontractor B Research Specialist A-C	Report on evaluation results	Report Annually: 10/01/2013-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>13.At school sites collaborate and coordinate with school administration, teachers, school wellness committee, parent organizations, after school administrators, School Nutrition Program and community partners. Promote implementation of the following strategies to increase access and consumption of healthy foods which may include wellness policy updates:</p> <ul style="list-style-type: none"> a. Actively engage local farmers and growers to establish a Farm to School program and provide <i>Harvest of the Month</i> produce items in the school cafeterias b. Develop a school gardening project that includes garden-base nutrition education c. Provide information and training to school food service and schools on how to make use of garden grown produce in school cafeterias d. Support implementation of salad bars at school sites e. Support implementation of healthy food procurement policies in vending machines, fundraiser activities, school events f. Encourage participation in Child and Adult Care Food Program (CACFP) snack and meal programs in afterschool programs g. Promote Implementation of healthy food and beverage standards for competitive foods at schools and afterschool sites h. Encourage implementation of marketing strategies to increase healthier food selection and consumption 	Subcontractor B	<p>Collaboration Log</p> <p>Copy of districts updated wellness policy (if applicable)</p> <p>Success story</p>	Report Annually: 10/01/2013-9/30/2016

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 13: (Process) Conduct a youth engagement (YE) project engaging at least one to five SNAP-Ed-eligible youth team(s) to engage in leadership, critical thinking, problem-solving, community-based research and to address an identified issue with consumption and access to healthy foods and beverages and physical activity opportunities in their environment and identify solutions applying public health approaches.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☐ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Local Health Department (LHD) recruits youth serving agency, Community Based Organization (CBO), park and recreation group or middle/high school or after schools to conduct the youth engagement project (target: agencies/schools that work with youth, ages 12-18).	Subcontractor B, G-J	Name of youth serving agency or school recruited/ confirmed and contact person(s) confirmed (on file)	10/2013-12/2013
2. Recruit an Adult Ally at a youth serving agency, CBO, park and recreation department or middle/high school or afterschool qualifying site to work directly with youth team. The Adult Ally and the project coordinator will participate in all <i>Network</i> sponsored webinars, conference calls and in-person Youth Engagement trainings offered by <i>Network Youth Initiatives Consultant</i> .	Subcontractor B, G-J	Participant Log (on file)	01/2014-09/2014
3. Adult Ally recruits youth and forms team(s) with a <u>minimum</u> of six students. Collect parent-permission slips and photo releases from youth.	Subcontractor B, G-J	Youth roster and permission slips (on file)	01/2014-09/2014

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Activities	Responsible Party	Deliverables	Timeframe
<p>4. Provide orientation to members of the youth team. Orientation to include basic nutrition education information, importance of physical activity (through integration into comprehensive nutrition education lessons), taste testing, overview of youth-led participatory action research, and overview of youth development principles.</p>	<p>Subcontractor B, G-J</p>	<p>Attendance sheets for meetings with youth team (on file), orientation outline</p>	<p>01/2014-09/2014</p>
<p>5. Following orientation, Adult Ally will meet with the youth team guiding them through the process of conducting youth-led projects. Additional technical assistance, training and support to Adult Ally and youth teams on conducting youth-led nutrition will be provided as needed by the State Network Youth Initiatives Consultant. With the support/guidance of the Adult Ally, the youth-led nutrition education project process includes the youth team:</p> <ul style="list-style-type: none"> a. Selecting the issue(s) to research b. Creating research tool and conducting the research project around selected issue(s) (the tool can be a survey, photo voice or video voice project, interviews etc.) c. Gathering information/data via the research tool and analyzing the data. Identifying public health approaches to reach solutions d. Preparing presentation/reports presenting to key stakeholders (such as PTA, School Staff, District Staff, Community Agencies, etc.) based on the data/information discovered by the research tool e. Conducting presentations to those leaders/stakeholders to share the findings from their research, in order to bring about necessary changes/improvement f. Documenting any changes in system or policy based on their project g. Conducting nutrition education and awareness activities to their peers, family members and the qualifying community to advance solutions 	<p>Subcontractor B, G-J</p>	<p>Attendance sheets from meetings (on file), copies of research tool, project and presentation/ reports created by youth team, document participation in activities via photos, press releases, media attention, or various newsletters, ATF</p>	<p>10/2014-09/2015</p>

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Activities	Responsible Party	Deliverables	Timeframe
6. Adult Ally and Youth Leaders will participate in annual statewide or regional youth forum/meetings offered by the <i>Network for a Healthy California</i> – in which Youth Leaders from all Youth Engagement sites attend in order to strengthen their skills in youth-led participatory action research, public speaking skills, etc., in relationship to nutrition education and obesity prevention.	Subcontractor B, G-J	Attendance sheet on file	Report Annually: 10/2014-09/2016
7. Project Coordinator and Adult Ally will re-engage/recruit new team of youth, as well as include any continuing Youth Leaders (if interested), in the process under <u>Activities 3, 4 and 5</u> as outlined above, to conduct project again, with a new team of Youth Leaders and examine new issue to address for the research project.	Subcontractor B, G-J	Youth roster, parent permission slips, attendance sheets from meetings (on file), copies of research tool, project and presentation/ reports created by youth team, document participation in activities via photos, press releases, media attention, or various newsletters, ATF	10/2015-09/2016
8. Adult Ally and Youth Leaders will participate in annual statewide or regional youth forum/meetings offered by the <i>Network for a Healthy California</i> , in which Youth Leaders from all Youth Engagement sites attend in order to strengthen their skills in youth-led participatory action research, public speaking skills, etc., in relationship to nutrition education and obesity prevention.	Subcontractor B, G-J	Attendance sheet on file	10/2015-09/2016

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 14: (Process) Annually, qualify and engage one to five worksites using the *California Fit Business Kit* (CFBK) tools and provide technical assistance on CFBK tool implementation, nutrition education obesity prevention, and social marketing strategies to reach 50-100 SNAP-Ed-eligible workers.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Participate in all required <i>Network for a Healthy California - Worksite Program</i> trainings in person and/or via webinars.	Subcontractor K-N	Agendas on file	Report Annually: 10/1/2012-9/30/2016
2. Collaborate with local and state <i>Network</i> partners to identify one to five existing qualified worksites and/or qualify new worksites for the <i>Worksite Program</i> .	Subcontractor K-N	List of worksites identified & documented in ATF. Qualification forms on file. Partnership agreements	Report Annually: 10/1/2012-9/30/2016
3. Provide technical assistance to qualified worksites on CFBK tools: <i>Check for Health, Establishing a Worksite Wellness Committee</i> . a. Assist each <i>Worksite Wellness Committee</i> in completing the assessment tools b. Assist in creating an action plan for CFBK tool implementation and nutrition education events c. Assist <i>Worksite Wellness Committee</i> establishment	Subcontractor K-N	Action Plan and Progress Report for each worksite	Report Annually: 10/01/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>4. Based on the <i>Check for Health</i> assessment, provide technical assistance to Worksite Wellness Committee in selecting and implementing two additional CFBK tools promoting healthy worksite strategies such as:</p> <ul style="list-style-type: none"> a. Model procurement (vending) policies b. Access to healthy foods through establishing healthier options in the cafeteria including promotion strategies c. Access to free drinking water throughout the work day d. Ensure a private, clean space for nursing mothers to pump during the work day e. Opportunities for physical activity during breaks and lunch and during meetings f. Implement strategies that promote purchasing/consumption of fruits and vegetables g. Actively engage in Farm to Fork strategies including partnering with local growers and other businesses to have a farmers' market near the worksite. 	Subcontractor K-N	<p>Copies of policies and other documentation of worksite environmental & policy changes</p> <p>Photos and quotes from employers and employees</p> <p>Documentation of technical assistance</p>	Report Annually: 10/1/2012-9/30/2016
<p>5. Once worksites have implemented the CFBK tools, provide technical assistance to worksites in completing the worksite Evaluation Tool to demonstrate the impact of the CFBK.</p>	Subcontractor K-N	<p>Completed Evaluation Tool for each worksite,</p>	Report Annually: 10/1/2013-09/30/2016
<p>6. Assess additional educational opportunities for worksite employees. As allowed by worksite employer consent and available personnel, provide additional nutrition education lessons to worksites based on the results of the needs assessment on topics prioritized by worksite employees</p>	Subcontractor K-N	<p>Nutrition education lesson plans on file. Record of nutrition education lessons & documented in ATF</p>	Report Annually: 10/1/2014-09/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>7. Connect workites with community partners to provide a minimum of one to three worksite health promotion events such as:</p> <ul style="list-style-type: none"> a. Health fairs, b. Health education, c. Farmers' markets, d. Other health-related events that support healthy workites. 	Subcontractor K-N	Event Fliers & Photos. Record of conducted events & documented in ATF	Reported Annually: 10/1/2012-9/302016

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 15: (Process) Annually, engage a minimum of one to five qualifying grocery retailers (such as: supermarkets, grocery stores, and/or independent grocers) in the county to reach 50 -100 SNAP-Ed-eligible residents through nutrition education materials, food demonstrations, store tours, and point of purchase strategies.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Participate in all required <i>Network for a Healthy California -Retail Program</i> trainings in person and/or via webinars.	Subcontractor O-R	Record of attendance, training agendas	Report Annually: 10/1/2012-9/30/2016
2. Develop partnerships and Plan of Action with one to five retail owners, managers, and/or staff and work with retail owners, managers and staff on healthy retail strategies including: nutrition education, benefits to the neighborhood, economic benefits of accepting food-assistance programs, and healthy point of purchase strategies. Target and prioritize retail stores based on CX ³ assessment.	Subcontractor O-R	Partnership Agreements, Plans of Action document	Report Annually: 10/1/2012-9/30/2016
3. Acquire food handling certification (such as ServSafe) that meets the county's requirements for the staff responsible for engaging the retail sites. Each food demonstration must be appropriately staffed to meet the requirements of the county. Food demonstrations should promote and market healthy food products available for purchase at the retailer.	Subcontractor O-R	Copy of Certification for staff	Report Annually: 10/1/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>4. Coordinate, promote, and conduct one to three promotional events at participating stores that highlight healthy changes in GIS-qualified communities. Collaborate with the produce industry, food security organizations, and/or local decision makers, if available, on these events. Secure donations for events.</p>	Subcontractor O-R	Calendar of events, photos of events, evaluation summary of promotional activities	Report Annually: 10/1/2012- 9/30/2016
<p>5. Distribute and maintain appropriate nutrition-education materials such as the <i>Harvest of the Month</i> community newsletters, posters, signage, recipe cards, wobblers, magnets, window clings, <i>ReThink Your Drink</i> materials, hardware, in-store audio, CalFresh materials, etc., to qualifying stores, based on the size of the store. Update monthly.</p>	Subcontractor O-R	Product Usage Report from the Online Ordering System	Report Annually: 10/1/2012- 9/30/2016
<p>6. Partner with one to five local farmers, farmers' markets, wholesale distributors, and/or community supported agriculture programs to facilitate business connections to the one to five qualifying retailers, with the goal of increasing access to fresh local, affordable produce.</p>	Subcontractor O-R	Partnership Agreements and Plans of Action	Report Annually: 10/1/2013- 9/30/2016
<p>7. Provide technical assistance to one to five qualifying retailers on approaches to increase availability and promotion of healthy food and beverage purchases, such as:</p> <ul style="list-style-type: none"> a. Promoting healthy items through placement/promotion strategies b. Promoting healthy items through reduced pricing strategies c. Improving the selection, quantity, and quality of more healthy food items throughout the store d. Actively engaging in Farm to Fork efforts that promote seasonal produce items matching the monthly <i>Harvest of the Month</i> education elements e. Encouraging corner store conversion projects with other funding sources 	Subcontractor O-R	Log of technical assistance activities, summary of outcomes	Report Annually: 10/1/2013- 9/30/2016

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 16: (Process) Annually, reach 20-100 children ages birth to five and their families by developing partnerships and providing training and technical assistance to at least one to five qualifying early-childhood care and education sites and one to five medical/dental providers/clinics to facilitate nutrition education and obesity prevention strategies resulting in healthy site changes.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☐ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Attend required <i>Network</i> -sponsored trainings specific to early-childhood settings; regarding resources, strategies and public health approaches.	Subcontractor S-V	Record of participation	Report Annually: 10/1/2012-9/30/2016
2. Maintain ongoing outcomes-focused coordination and frequent communication with agencies and organizations serving young children and their families such as: <ul style="list-style-type: none"> a. Women, Infants, and Children (WIC) Program b. Child and Adult Care Food Program (CACFP) c. Child Care Resource and Referral Agencies (R & R's) d. First 5 County Commissions e. County Offices of Education f. County Offices of Social Services/Child Care Licensing 	Subcontractor S-V	Partner contact list Meeting agendas, summary of outcomes resulting from coordination	Report Annually: 10/1/2012-9/30/2016
Invite the participation of these agencies and organizations in the County Nutrition Action Plan (CNAP) as appropriate.			

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Activities	Responsible Party	Deliverables	Timeframe
<p>3. Identify one to five qualifying early-childhood care and education sites. Engage site decision makers to conduct a self-assessment with a <i>Network</i> provided tool, related to nutrition education and obesity prevention strategies and healthy site changes; parents should be engaged as appropriate.</p>	Subcontractor S-V	<p>Site contact list</p> <p>Self-assessment results</p>	<p>Report Annually:</p> <p>10/1/2012 – 9/30/2016</p>
<p>4. Compile materials and provide training for early childhood care and education sites. Training should include existing assessment tools and USDA approved existing nutrition education materials, and should cover, at minimum, the following topics:</p> <ul style="list-style-type: none"> a. Early childhood care and education site nutrition and physical activity self-assessment b. Healthy nutrition and physical activity site policy development c. Nutrition education and physical activity promotion for young children (basic nutrition education, how to conduct a lesson, how to integrate lessons with other education content, etc.) d. Nutrition education and physical activity promotion for the parents of young children (basic nutrition education, how to conduct a lesson, etc.) e. How to implement healthy food demonstrations/taste tests f. Engaging parents in healthy eating and active living decision-making processes (e.g., parent advisory boards, parent/peer advocate organizations, etc.) g. Evaluation Basics 	Subcontractor S-V	<p>Training lesson plans, training materials, training dates, list of trained sites</p>	<p>Report Annually:</p> <p>10/1/2012 – 9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
<p>5. Work with trained sites to create or update healthy site changes based on the assessments and parent engagement processes. Some health site change strategies may include:</p> <ul style="list-style-type: none"> a. Actively engaging in Farm to Fork strategies and healthy procurement efforts that result in serving more seasonal fresh fruits and vegetables at snack and meal times b. Ensure fresh free drinking water is available to children during the entire day c. Ensure foods and beverages provided to children adhere to the Dietary Guidelines for Americans and promote acceptance of a variety of foods d. Establish, implement, and maintain written guidelines for healthy celebrations and for food delivered on site by families e. Establish, implement and maintain procedures for engaging children in at least 60 minutes of daily physical activity 	<p>Subcontractor S-V</p>	<p>Description of healthy site changes</p>	<p>Report Annually: 07/1/2012 –9/30/2016</p>
<p>6. Implement and maintain a system for tracking and collecting accurate information on the numbers and types of healthy site changes (including but not limited to, the location where healthy changes have been implemented, population impacted by the changes, date the changes became effective, any plans for additional changes, etc.).</p>	<p>Research Specialist A-C</p>	<p>Data tracking system (on file)</p>	<p>Report Annually: 10/1/2012 – 9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
7. Provide on-going technical assistance (e.g., model a lesson, provide resources and materials, provide guest speakers, arrange additional training, etc.) and tracking support to trained sites. Sites will revise healthy site change strategies as appropriate for each site.	Subcontractor S-V	Technical assistance log, participating site data on healthy site changes	Report Annually: 10/1/2012-9/30/2016
8. Contact one to five medical/dental providers/clinics that primarily serve qualifying children birth to five and their families; to provide training and education packets. Conduct at least one provider training annually, that advances and promotes the same nutrition education messages and obesity prevention strategies as those used by engaged early-childhood care and education sites.	Subcontractor S-V	Provider/clinic contact list, meeting agendas, sign-in sheets and/or activity logs	Report Annually: 10/1/2012 – 9/30/2016
9. Engage providers as community leaders to advance and promote healthy community changes that combat childhood obesity (e.g., to prioritize healthy eating and physical activity discussions with parents of young children; provide in-office nutrition education materials, posters, and counter signage; speak in various community venues regarding the importance of healthy eating and active living; etc.).	Subcontractor S-V	Meeting agendas	Report Annually: 07/1/2013–9/30/2016

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Objective 17: (Process) Annually, engage one to five qualifying churches in predominantly African-American and/or Latino communities to implement the *Body and Soul* program, and culturally relevant nutrition education and physical activity promotion to reach 20-100 participants and to influence organizational and systems changes in the church community.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Recruit and assign qualified staff member to engage the faith-based community; this person should culturally competent. Possess knowledge of cross-cultural skills, awareness of cultural worldviews as well as cultural differences, attitudes and practices. Understand faith-based organization operations.	Subcontractor B, W-Z	Documentation of recruitment efforts.	Report Annually: 10/1/2012-9/30/2016
2. Assigned staff will attend all required <i>Network</i> training on how to engage church leaders and implement and track <i>Body and Soul</i> program and complementary nutrition-education components. Trainings will include a minimum of two <i>Network</i> webinars providing updates, evidence based practices and showcasing successful faith-based interventions	Subcontractor B, W-Z	Summary of participation	Report Annually: 10/1/2012-9/30/2016
3. Assigned staff will recruit qualifying church sites and engage church leadership to support the program. Include key members such as the pastor's spouse, cooking staff and church groups to increase participation in the program.	Subcontractor B, W-Z	List of leadership and key contacts list	Report Annually: 10/1/2012-9/30/2016
4. Assigned staff will train church sites to conduct interventions using the <i>Body and Soul</i> program and <i>Toolbox for Community Educators, Health Ministry Guide</i> and other <i>Network</i> resources. Provide technical assistance and support to churches. Ensure the efficient and effective delivery of the comprehensive program.	Subcontractor B, W-Z	Class sign in sheets, Activity Tracking Form	Report Annually: 10/1/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>5. Assigned staff will provide technical support to church members. Conduct walkability assessment and conduct assessment of foods prepared, provided, and sold at church events applying <i>Network-provided tools</i>. Apply assessment results to develop strategies for improving the quality of foods served at church-related functions and events, and increase physical activity opportunities. Strategies may include:</p> <ul style="list-style-type: none"> a. Implement and promote healthier fundraisers such as healthy food items, jog-a-thons, dance-a-thons, fruit stands etc. b. Implement cooking classes referencing the <i>African American Cookbook</i> or <i>Latino Flavors of My Kitchen Cookbook</i> c. Include nutrition education and physical activity in children's programs, youth meetings, Sunday-School classes, Vacation Bible School, etc. <p>Actively engage in Farm to Fork initiatives to increase fruit and vegetable consumption which may include hosting farmers markets on site or using local fresh ingredients in the church's food preparations.</p>	Subcontractor B, W-Z	<p>Technical assistance Log, assessment results</p> <p>Strategies and timeline</p>	<p>Report Annually: 10/1/2012-9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
<p>6. Assigned staff will provide technical assistance to the site based on the results of the assessments (outlined in Activity 5). The site leadership will advance, implement and promote healthy environmental changes at the church, such as:</p> <ul style="list-style-type: none"> a. Create an overarching healthy food and beverage policy for church celebrations and meetings. Ensure healthy foods and beverages are provided and limit choices high in fat, sugar, and sodium. b. Initiate a community garden at the church. c. Initiate on-going walking clubs for church members. Pursue and establish joint-use agreements with city-schools to create opportunities for increased community physical activity. <p>Develop a healthy donation and distribution policy for churches operating food pantries or food closets</p>	Subcontractor W-Z	Copies of implemented policies, pictures etc.	Report Annually: 10/1/2012-9/30/2016
<p>7. Engage church leadership in County Nutrition Action Plan (CNAP), other faith-based work and neighborhood organizations and schools to support and advance healthy changes.</p>	Subcontractor W-Z	Meeting agendas, contact logs	Report Annually: 10/1/2012-9/30/2016

LHD BUDGET 2013-2016 Contract# 12-10170					
Budget	2013	2014	2015	2016	Total
Personnel Salaries	\$ 1,078,805	\$ 1,683,237	\$ 2,896,657	\$ 2,896,657	\$ 8,555,356
Fringe Benefits	\$ 488,712	\$ 740,151	\$ 1,307,327	\$ 1,307,327	\$ 3,843,517
Operating	\$ 108,795	\$ 162,496	\$ 152,151	\$ 152,151	\$ 575,593
Equipment	\$ 68,958	\$ -	\$ -	\$ -	\$ 68,958
Travel	\$ 15,376	\$ 35,958	\$ 58,896	\$ 60,231	\$ 170,461
SubContracts	\$ 867,805	\$ 9,213,667	\$ 7,480,000	\$ 7,480,000	\$ 25,041,472
Other Costs	\$ 101,550	\$ 1,886,532	\$ 937,821	\$ 57,735	\$ 2,983,638
Indirect Costs	\$ 269,701	\$ 420,809	\$ 724,164	\$ 724,164	\$ 2,138,838
Total	\$ 2,999,702	\$ 14,142,850	\$ 13,557,016	\$ 12,678,265	\$ 43,377,833

Description of budget categories:

Personnel and Fringe benefits: Covers the salaries of 19 County staff including benefits. Total personnel costs increase in FFY15 and FFY16 as the work performed by temporary personnel transitions to County positions with higher salaries (calculated at the 5th step) and benefits.

Operating: Rent, supplies, postage, printing, software licensing, communications, and room rentals.

Equipment: Computers, printers, copier and scanner.

Travel: Conferences, trainings, meetings, and mileage.

Subcontracts: Temporary personnel services (MAWO), media (RSFQ), and community partners (solicitations).

Other Costs: Warehouse (storage and delivery of LHD materials), van, promotional materials, food demonstrations, event fees (booth participating and community events), webinars, and media. The increase in other costs from FFY13 to FFY14 is due to increased media placement (media is a line item in other costs). Media in FFY13 is approx. \$53K; in FFY14 media increases to approx. \$1.8M. The state is paying for media placement in FFY13 as part of our agreement to accept less in year 1 (FFY13).

Indirect Costs: DPH Finance directed the program to utilize the indirect rate of 25%. However, we are prepared to make a budget adjustmet to correct the indirect rate once the award is received.